

Broads Authority

Minutes of the meeting held on 22 January 2016

Present:

Professor J A Burgess – in the Chair

Mr K Allen	Dr J M Gray	Mr P Rice
Mr J Ash	Ms G Harris	Mr V Thomson
Mr L Baugh	Mrs L Hemsall	Mr J Timewell
Miss S Blane	Mr J Knight	Mr P Warner
Sir Peter Dixon	Mr G McGregor	Mr M Whitaker
Mr N Dixon		

In Attendance:

Dr J Packman – Chief Executive
Mrs S A Beckett – Administrative Officer
Ms N Beal – Planning Policy Officer (Item 4/14)
Ms M Conti – Strategy Officer (Item 4/1 – 4/10)
Ms E Krelle – Head of Finance
Ms A Leeper – Asset Officer (Item 4/11)
Ms A Long – Director of Planning and Resources
Ms L Marsh – Head of Communications (Item 4/1 to 4/9)
Mr B Hanson – Tourism and Promotion Officer (Item 4/9)
Ms T Wakelin – Director of Operations

Also in attendance: Dr K Bacon – Chairman, Broads Forum and Chairman of Broads Local Access Forum

Also Present: Bill Dickson

4/1 Apologies and Welcome

The Chairman welcomed everyone to the meeting including members of the public, Dr Richard Denman and Keith Bacon, Chairman of Broads Forum.

Apologies were received from: Mr M Barnard, Mr M Bradbury, Mr P Durrant, Mr G W Jermany and Ms V McNeil (Solicitor)

4/2 Chairman's Announcements

(1) Openness of Local Government Bodies Regulations 2014

Following a request from the Chairman, no members of the public indicated that they would be recording or filming the proceedings.

(2) **Member Development – Chairing Skills Training**

The Chairman reminded Members that the training session on “Chairing skills/Governance” specifically tailored to the Authority’s needs has been arranged for 15 March 2016 starting at 10.00am. This would be provided by Clare Forrest from Structured Learning Ltd. The session would be for a morning, followed by a sandwich lunch. It would be open to officers and all Members and she encouraged as many Members as possible to attend. The session would include characteristics of effective and ineffective meetings; the role of the Chairman, Secretary, Members and Officers; design, structure and use of agendas.

(3) **Various Events and Future Dates to Note**

The Chairman drew attention to the following dates:

Planning Committee Site Visit – 29 January 2016 at 10.00am for BA/2015/0354/FUL – Compartment 37 Upton Dyke
Planning Committee – 5 February 2016
Tolls Review Group – 25 February 2016 and
Navigation Committee – 25 February 2016

(4) **Members Reviews**

The Chairman reported that she and the Chief Executive had reviewed the Member Annual Appraisal form and the resulting redesigned form, supported and approved by the Vice-chairman and Chairman of the Navigation Committee, would be circulated shortly. This year, the reviews would include all members and co-opted members of the Authority as previously agreed. Dates for one to one discussions would be arranged during February and March. Michael Whitaker as Chairman of Navigation Committee would have 1:1 discussions with Members of the Navigation Committee while Peter Dixon as Vice-Chairman and the Chairman would share the interviews with all other members. This would be a two way process and opportunity to comment on progress and the way forward for the Authority. The Chairman made clear that local authority appointed members were not obliged to take part in the review but hoped that they would take the opportunity to do so anyway.

4/3 Introduction of Members and Declarations of Interest

Members introduced themselves and expressed declarations of interest as set out in Appendix 1 to these minutes.

4/4 Appointment of Solicitor and Monitoring Officer

The Authority received a report concerning the appointment of a Solicitor and Monitoring Officer to the Authority following the departure of Mr Piero Ionta on

4 January 2016. The Chief Executive after consultation with the Chairman of the Authority reappointed Ms McNeil Nplaw as the Authority's Solicitor and Monitoring Officer who had previously been acting as Deputy Monitoring Officer. Mr Stephen Bell who had provided advice to the Authority on planning matters, would act as Deputy. The appointment of an internal Solicitor and Monitoring Officer post brought considerable benefits and therefore a recruitment process had therefore been instituted to fill the vacancy and the market would be tested. Depending on the success of this process, the arrangements with Nplaw would continue in the interim. Nplaw had advised the Authority that it would not be necessary for the Solicitor to be present at all meetings but only to attend if it was considered necessary. However, officers would seek advice for meetings as required, as had been done for this meeting.

In answer to a member's query, it was clarified that although it was not necessary for the Monitoring Officer to be a solicitor it was considered advisable, given the duties, responsibilities and the statutory requirements of the post.

Murray Gray proposed, seconded by Michael Whitaker and it was

RESOLVED unanimously

- (i) that the appointment of Ms Victoria McNeil as Solicitor and Monitoring Officer to the Authority and Mr Stephen Bell as Deputy Monitoring Officer be confirmed;
- (ii) that the process for recruiting to the vacant post of Solicitor and Monitoring Officer be noted.

4/5 Items of Urgent Business

No items of urgent business had been received.

4/6 Public Question Time

No public questions had been submitted.

4/7 Minutes of Broads Authority Meeting held on 20 November 2015

The minutes of the meeting held on 20 November 2015 were approved as a correct record and signed by the Chairman.

4/8 Summary of Progress/Actions Taken Following Decisions of Previous Meetings

The Authority received and noted a schedule of progress/actions taken following decisions of previous meetings. Members noted that many of these also linked in with the Strategic Priorities report at Minute 4/14. The Chief Executive reported that it had been suggested that the Authority's reports

should identify any potential risks. This suggestion had been adopted for the three reports on the agenda for this meeting where risks were considered to be significant. He confirmed that the Authority would continue with its Risk Analysis and this would be updated at the Financial Scrutiny and Audit Committee.

In particular, members noted the updates concerning:

Members Development Workshop Programme: Workshop on Waste Disposal Facilities (Minute 1/14 and 1/15 of 10 July 2015)

The Navigation Committee had received a report on general waste facilities at its meeting on 10 December 2015 and following a thorough discussion supported the need to continue monitoring the situation. It recommended that a Member's Workshop be held at the end of the 2016 season in order to seek an evidence based approach in determining the next steps. Officers would liaise with members on a potential date and on the scope for the workshop.

It was noted that some members had received comments from members of the public about Ranworth and the proposed withdrawal of waste disposal sites particularly those indicated by North Norfolk District Council. Although the concerns were noted and with which there was sympathy, it was recognised that the Authority was only specifically responsible for those sites where the Authority was the landowner including Ranworth. A member expressed the view that a workshop should be held before the 2016 season to include representatives from organisations such as Broads Tourism and the Broads Hire Boat Federation. However, members agreed to support the views of the Navigation Committee.

External Funding Opportunities (Minute 5/15 of 20 March 2015)

Kelvin Allen reported that at a meeting he had attended with John Innes on Pymnesium it was understood that £100,000 of research council funding had been secured to support wide ranging studies into Pymnesium. An Open Session was due to be held at the Genome Analysis Centre on the Norwich Research Park on 5 February 2016 and officers from the Authority would be attending.

Marine Management Organisation Licensing of Works in the Broads (Minute 2/26 of 25 September 2015)

The Chief Executive reported that following an initial unsatisfactory response from the MMO he would be writing further. Guy McGregor offered support if required.

4/9 Draft Sustainable Tourism Strategy: Sustainable Tourism in the Broads 2016 - 2020

The Authority received a report on a Draft Strategy and Action Plan for the Sustainable Tourism in the Broads for the years 2016 – 2020, following a review of the Strategy for 2011- 2015. Members noted that from the previous strategy, the Broads Authority had been awarded the European Charter for Sustainable Tourism in Protected Areas and in order to qualify for the Charter

in 2016, a valid strategy was an integral part of the application process. The Strategy, would be part of/and inform the Broads Plan and was not intended solely for the Broads Authority but all those with an interest in tourism in the Broads.

Richard Denman from the Tourism Company, who had been commissioned to assist with the revision and updating of the strategy, provided a presentation. He emphasised the primary aim of the Strategy was to develop and promote the Broads as a high quality sustainable tourism destination, in keeping with its status as an internationally renowned environment. In association with this he outlined the key principles and the three strategic objectives of 'creative promotion', 'captivating products' and 'supportive management' which provided the main areas of focus for the Action Plan. He emphasised that the success of the implementation of the strategy would be its delivery and some specific recommendations were provided in the draft strategy. These highlighted the need for increased partnership working not only to include a stronger relationship between the Broads Authority and Broads Tourism but also encouraging increased involvement with other organisations and businesses. An annual review of the Action Plan as a working framework was advocated.

Members welcomed the Draft Strategy and were hopeful that it would help raise the profile of the Broads and all that the area had to offer. They welcomed as stated in the Action Plan, the need for all partners to embrace the conservation and ecological value of the Broads environment in providing those special qualities not only for visitors but for the local communities. Although some members suggested that more might be done to include the Broads within the work of Visit England and Visit East Anglia as well as Visit Norwich and Lowestoft as a way of encouraging more integration and possibly avoiding duplication, it was clarified that the Authority already worked with some of these bodies and it was considered important for tourism for the Broads to have its own specific strategy. It was therefore suggested that the relationships with other tourism promoters should be acknowledged and given more emphasis within the document. A member commented that the Broads also included Suffolk as well as Norfolk and this should be given greater acknowledgement within the strategy. New areas of work such as apprenticeships specifically in boatyards being undertaken by Norfolk County Council might also be taken into account as indicated at para 2.7 within the action plan.

It was suggested that the area of influence for the Vision within the document required further definition.

It was recognised that in order to encourage visitors not only from the domestic market but also from overseas, it was important to improve the facilities provided as suggested at para 2.6 of the report and the need for individual investment within this. A member stressed that, although the encouragement of cycling and walking was welcomed, there was also a need to focus on matters that generated significant income particularly for the providers and advocated the possibility of specialist assistance specifically for

the southern rivers. Members advocated the involvement of the Local Enterprise Partnership (LEP) considering this to be paramount in gaining support for local businesses and funding but recognised that more discussions were required with the LEP before this section could be expanded.

Members noted that some of the wording in the document was dependent upon the outcome of the judicial review on the Branding of the Broads. However, it was considered that the use of the strapline Magical Waterland could be used to complement the description of the area as the Broads National Park.

Members expressed disappointment concerning Section 2.4 page 21 of the report referring to the “strong product offer” for people with disabilities since although the Broads could provide opportunities, the facilities to do so were very limited and this had not been fully addressed. Although this was taken into account within the Broads Plan, it was acknowledged that this needed to be addressed within the Tourism Strategy and the wording should be amended with emphasis on the need for improvement. Improved links with access groups as well as national media were required.

A member also commented that there was a need to be cognizant of Britain’s changing and diverse society and that this should be reflected in the strategy.

Members expressed concerns about the ability to deliver the Strategy particularly as they were mindful that the resources available to Broads Tourism were considerably less than other promoting organisations. They welcomed the means of strengthening the links with Broads Tourism and clarification of the responsibilities and acknowledged that the membership of the stakeholder body required widening.

Members endorsed the Strategy for public consultation subject to the comments made in the discussion, any further comments provided by Members individually and following further consultation with Broads Tourism executive.

The Chairman thanked Dr Denman for his interesting and challenging report and presentation.

Louis Baugh proposed, seconded by John Ash and it was

RESOLVED by 16 votes to 1 against

- (i) that the Authority welcomes the Draft Strategy and Action Plan for Sustainable Tourism in the Broads and approves in principle the document for formal stakeholder consultation subject to: amendments to take account of comments particularly relating to disability issues and facilities, strengthening of the need for building relationships with partners and consideration by the Broads Tourism executive; and

- (ii) that the Authority confirms its support for the key elements listed in Section 2 of the report, in particular that the Authority “should be ultimately responsible for the strategy and its delivery” and “should clarify and strengthen the relationship with Broads Tourism”.

4/10 High Level Review of Flood Risk Management for the Broads

The Authority received a report on the proposal for a high level review of flood risk management for the Broads. This was to be undertaken by the Environment Agency with the support of the Broads Climate Partnership to identify actions to further the Shoreline Management Plan policies for the low lying coast from Eccles to Winterton and examine how this relates to adjoining coastal stretches and inland flood management. The Broads Authority being the facilitator and lead for the Broads Climate Partnership would play a central part in the partnership process not only in creating the scope for the work but also keeping stakeholders informed and receiving feedback from them, through the Broads Forum.

The proposal involved the Broads Authority contributing to the review costs as part of an effective partnership working to help inform stakeholders of the issues and options.

Members welcomed the initiative as a strategic shift in approach to focus on the inter-connectedness of the coast and the Broads hinterland.

Lana Hemsall proposed, seconded by John Timewell and it was

RESOLVED unanimously

- (i) that the initiative be welcomed and that the Authority support the partnership approach to the high level review of flood management needs for the low lying coast and Broadland rivers in relation to the Broads and therefore provide clearer information about future options; and
- (ii) that the Authority contributes £5,000 from this year’s Project’s Budget to the review of flood risk management as a contribution to the Environment Agency’s costs.

4/11 Exclusion of the Public

RESOLVED

that the public be excluded from the meeting under Section 100A of the Local Government Act 1972 for the consideration of the items below on the grounds that they involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A to the Act as amended, and that the public interest in maintaining the exemption outweighs the public benefit in disclosing the information.

Members of the Public left the meeting for the following discussion.

Summary of Exempt Minutes

4/12 Network Rail

The Authority received a report containing exempt information relating to the latest position with Network Rail on discussions as part of the Anglia Route Asset Study.

Following discussion, Peter Warner proposed, seconded by Michael Whitaker and it was

RESOLVED by 16 votes in favour with 1 abstention

- (i) that the approach and mitigation measures set out in the report be endorsed; and
- (ii) that the Chief Executive be authorised to pursue a legal agreement with Network Rail along the lines outlined within the report.

Members of the public were re-admitted to the meeting.

4/13 Broads Plan Review: First Consultation Draft Broads Plan 2017

The Authority received a report providing progress on the review of the Broads Plan 2011 and introducing the first draft of the Broads Plan for adoption in 2017, the key strategic management plan for the Broads area and a statutory requirement. It was noted that although the Broads Authority was responsible for its production, the successful delivery of the Plan depended on a shared vision and commitment to partnership working and on the best use of shared resources. The involvement of partners, key stakeholders and local communities was a key part of the plan review process. Given budgetary cuts to Defra and other key partners there was a need to balance aspirations as to what could realistically be achieved.

Members noted that the first draft provided a skeleton outline of the main priorities and 11 key issues and aspirations upon which to focus at a high strategic level and at this stage was a supplement to the adopted Broads Plan 2011 which provided the context. The report had incorporated the deliberations of Members at the workshops in October and November 2015, the work of the Sustainable Tourism Strategy as well as comments from the Broads Local Access Forum in December 2015. As a statutory document, the Authority was required to publish the draft for public consultation. Members' comments were welcome and these could be passed on to the Strategy and Projects Officer following the meeting.

Members noted that there would be a further round of public consultation on the final draft revised plan in Summer/Autumn 2016. The document would be

subject to ongoing amendments and members would receive progress reports at each milestone stage of the review process.

In discussion, members expressed concern that there was still a level of scepticism among some members of the public about the validity of climate change and the need to take early actions now to avoid longer term harm. It was therefore still necessary to continue raising awareness in relation to climate change. Although the recent flooding issues focused the public's awareness, day to day interest would not be sustained. It was difficult to impress upon the public that small changes in behaviour could benefit and help to mitigate the effects of climate change. This was a challenge still requiring effort.

As the public consultation on the Broads Plan would coincide with that of some of the Broads Local Plan, concern was expressed that there could be confusion about the purposes of the two documents. It was recognised that the Broads Plan was not a plan solely for the Authority but for the whole of the Broads National Park and therefore a plan for delivery through partnership. Therefore it was suggested that the partnership element of the Broads Plan be emphasised potentially within the title.

Members welcomed the report and congratulated the Strategy and Projects Officer on the interesting and well written and readable document incorporating the deliberations from the workshops. A member suggested that if a review on the State of the Broads since the first Broads Plan could be produced it would be a useful exercise in order to highlight what had been achieved, the considerable progress made and review those items which had been constantly included and reviewed but which had not been possible to achieve.

Murray Gray proposed, seconded by Gail Harris and it was

RESOLVED unanimously

that, subject to feedback and any subsequent amendments to the draft Plan, the draft plan be published for public consultation in February 2016 for a period of at least 8 weeks.

4/14 Broads Local Plan: Issues and Options Consultation

The Authority received a report on the first stage in the development of the Broads Local Plan, this being the Issues and Options version which had been considered by the Navigation Committee at its meeting on 10 December 2015 and the Planning Committee at its meeting on 8 January 2016. Members noted that the aim of the Issues and Options paper was to highlight the key topics that future planning policies would be required to cover and outline some options for each issue that would suggest the direction planning policy would take. It did not contain any specific policies; detailed policy wording alternative options and other detailed policies relating to such matters as

sustainable energy and transport (subject to specific interest), would be further worked up in the Preferred Options stage.

It was noted that until the new Local Plan was adopted, likely to be in 2018, the existing adopted and saved policies of the Core Strategy, Development Management Document and Sites Specifics Local Plan were in place and would be used in determining planning applications. The Planning Committee had recommended that the Issues and Options version be the subject of public consultation beginning in February 2016. Since the Planning Committee meeting, the Chairman and Planning Policy Officer had made some minor amendments to the document in order to improve its readability.

The Planning Policy Officer drew attention to the Interim Sustainability Appraisal document that accompanied the Issues and Options paper, which had been revised since the Planning Committee meeting. This was not a full appraisal but a broad assessment of the impact of a general policy approach.

Members noted the links with the Broads Plan (the management plan for the area) and that the consultation would take place at the same time in order to share costs and help with consistency.

Lana Hemsall proposed, seconded by Sholeh Blane and it was

RESOLVED unanimously

that the Broads Local Plan Issues and Options document be approved for consultation in February 2016.

4/15 Strategic Direction

(1) Strategic Priorities for 2015/16 (including Broads Plan)

The Authority received a report setting out the Broads Authority's activities in delivering progress against the Broads Plan 2011 through the five key Strategic Priorities agreed at the Authority's meeting on 20 March 2015, where the Authority had been identified as the lead partner for the year 2015/16. Members noted that good progress was being made on most of the key priorities excepting the National Park branding which was awaiting the outcome of the Judicial Review.

With regards to the Hickling Project, it was noted that work was on track with the expectation of dredging the required 3,500 cu metres. Although the Authority had been unsuccessful in its latest Interreg funding bid, there was still the potential for obtaining EU funding and this was being investigated.

National Park Grant

The Chief Executive reported on the letter received from the Minister on 21 January confirming the Chancellor of the Exchequer's announcement that the funding for National Parks would be protected

and that this would be in real terms. The Authority now had a four year allocation with an allowance for inflation of +1.72% per annum. This would enable the Authority to plan ahead. However, given that Defra had received a 15% reduction, this would have an impact on the Authority's partner organisations of which the Authority would need to be mindful. In addition the Minister was planning to release A New Plan for National Parks as well as a 25 Environment Plan. Both were likely to present the Authority with considerable challenges as it would need to have potential flexibility to respond to initiatives from the Government and continue to seek efficiencies and savings to deliver all of its proposed projects.

RESOLVED

- (i) that the performance of the different projects to meet the Strategic Priorities for 2015/16 in the accompanying table Appendix 1 to the report be noted; and
- (ii) that the National Park Grant allocation for the next four years be welcomed and the challenges noted .

4/16 Financial Performance and Direction

Consolidated Income and Expenditure from 1 April to 30 November 2015

The Authority received a report providing details of the actual income and expenditure for the eight month period to 30 November 2015, together with a forecast of the projected expenditure at the end of the financial year (31 March 2016)

Members noted that the current forecast outturn position for the year indicated a surplus of £23,062 for the national park side and a deficit of £6,979 for navigation resulting in an overall surplus of £16,083 within the consolidated budget. This indicated a general reserve balance before year-end adjustments of approximately £976,519 and a navigation reserve balance of approximately £273,159 at the end of 2015/16. It was noted that this would mean the navigation reserve would fall below the recommended level of 10% of net expenditure to 9.1% during 2015/16.

The Head of Finance reported that the December actual figures showed an adverse variance of £56,035. Some of the key capital projects had now been progressed and work delivered.

RESOLVED unanimously

that the Income and Expenditure from 1 April to 30 November 2015 be noted.

4/17 National Park Partnership

The Authority received a report providing an update on the progress made by the fourteen National Park Authorities and the Broads Authority in establishing

a joint venture for the purpose of engaging with the private sector and gaining commercial sponsorship. Members noted the legal advice received in setting up the Limited Liability Partnership and the liabilities and structure when compared to a Company Limited by Guarantee. Members noted that the primary purpose of the Partnership was to facilitate the promotion of opportunities and enjoyment of the special quality of the National Parks by the public and therefore this fell within the Broads Authority's general powers (Norfolk and Suffolk Broads Act 1988 S2 (7)). They were mindful that such an initiative was encouraged by Ministers and the arrangements underpinned the work being undertaken. It was noted that there could be sometime before significant results were noticeable. Such arrangements would not mean that officers would relax their efforts in seeking external funding opportunities for the Broads.

Kelvin Allen proposed, seconded by Michael Whitaker and it was

RESOLVED unanimously

- (i) that the Limited Liability Partnership structure proposed for National Park Partnerships and the Broads Authority's membership of it be endorsed;
- (ii) that the Chief Executive in consultation with the Authority's Chairman be authorised to take all such incidental and consequential steps as are reasonably necessary to implement this decision including entering into any agreements and signing any legal documentation to give effect to this decision; and
- (iii) that the Chief Executive, in consultation with the Authority's Chairman, be delegated to take any decisions on behalf of the Authority in the running of National Park Partnerships, bringing back regular reports to the Authority as necessary.

4/18 Boat Safety Scheme Hire Boat Requirements

The Authority received a report on the results of the consultation held in September to November 2015 on the proposed changes to the Boats Safety Scheme for Hire Boats. The Navigation Committee had considered the proposals at its meeting on 10 December 2015 and also considered the nomination of a member to the Standards Appeal Panel. Members of the Navigation Committee had recommended that the proposals set out in paragraphs 6.3, 6.4 and 7.4(b) of the report be adopted.

With reference to the consultations at para 3.3 of the report, a member expressed concern that the comments from the seven respondents were not set out in full in the report. It was confirmed that the Boat Safety Scheme was a national scheme. The industry and the Boat Safety Management Group had examined all the comments in detail and were supportive of the proposed changes.

Michael Whitaker proposed, seconded by Paul Rice and it was

RESOLVED by 15 votes to 1 against and 1 abstention:

that the proposals set out in paragraphs 6.3, 6.4 and 7.4 (b) of the report be approved:

- (i) that the Boat Safety Scheme requirements for Hire Boats be adopted for implementation from 1 April 2017 to reflect the national implementation timescale;
- (ii) that the Authority promote the uptake of the requirements in the interim period using the Boat Safety Scheme office developed statement set out below to ensure consistency with other navigation authorities: "Hire Boat Operators are recommended to adopt the new requirements in the year leading up to the implementation date and information will be available to aid this recommendation";
- (iii) that (in accordance with the requirements of the Broads Act (2009)) the Authority appoint a member of the Navigation Committee to the Boat Safety Standards Appeal Panel;
- (iv) that the RYA and BMF be invited each to appoint a member of the Standards Appeal Panel; and
- (v) a representative from the Boat Safety Scheme examiners be appointed to externally advise the panel.

In each case, substitutes to be allowed. The appointee under (iii) will chair the panel.

- (vi) that the Panel be re-established in spring 2016, to allow training and briefing to be undertaken with new members;
- (vi) that Mr Alan Goodchild be appointed to serve on the Standards Appeal Panel in accordance with (iii) above.

4/19 Audit Recommendation – The Effectiveness of the Consultative Review Action Plan and Update on Broads Local Access Forum Membership

The Authority received a report that provided an update on the recent review of the membership of the Broads Local Access Forum (BLAF) (Minute 2/16 of 25-09-15) Appendix A of the report, and on the progress achieved towards compliance with the Audit recommendations from the Audit report in March 2015 relating to the Consultative Review Action Plan following the Review of consultative arrangement undertaken in 2012/13 and the implementation of the Action Plan in 2013/14. (Appendix B to the report). A member commented that there appeared to be a gender imbalance on the group with few females being represented and therefore there was a need to actively encourage women to consider applying to become a member of the BLAF.

RESOLVED

- (i) that the new membership of the Broads Local Access Forum set out in Appendix A of the report be noted;
- (ii) that the findings from the Auditors in February /March 2015 of “adequate” be noted and that the recommendations on Parish Forums and Review of Consultative Arrangements have been included in the Authority’s Annual Governance Statement for implementation by the financial year end 2015/16; and
- (iii) that the Effectiveness of the Action Plan be noted and welcomed.

4/20 Appointment to Outside Bodies and Committee Timetable 2016/17

The Authority received a report on the proposed timetable for meetings for the period July 2016 to July 2017 as well as the appointment of an additional member to the Mills and Pumps Trust. It was noted that in accordance with the Accounts and Audit Regulations 2015 adopted by Parliament on 17 February 2015, the timetable for the preparation and approval of accounts would be brought forward to a draft accounts deadline of 31 May and be audited and approved by 31 July for 2017/18. This would have a bearing on the setting of the timetable and will be taken into account. Members noted that the timetable also included dates for the Annual Site Visit in July 2016 and 2017.

In addition the Authority had the opportunity to appoint two members to the Norfolk Mills and Pumps Trust. Jacquie Burgess had been appointed in July 2015 and it was proposed that as the Authority’s Heritage Champion, Sholeh Blane be appointed to fill the vacancy left by Colin Gould.

As the Climate Change Adaptation Partnership was becoming of increasing significance, it was also proposed that a second member in addition to the Chairman be appointed to this. John Ash had agreed to take this on.

RESOLVED unanimously

- (i) that the timetable of meetings as set out in Appendix 2 to these minutes be approved;
- (ii) that the new deadline for the preparation and approval of accounts to 31 May and 31 July respectively in 2017/18 be noted; and
- (iii) that the appointment of Sholeh Blane to the Norfolk Mills and Pumps Trust until July 2016 and John Ash to the Climate Change Adaptation Partnership be approved.

4/21 The Port Marine Safety Code: To consider any items of business raised by the Designated Person in respect of the Port Marine Safety Code

The Director of Operations reported that there were no items which needed to be raised under this item.

4/22 Minutes Received

The Chairman stated that she would assume that members had read these minutes and the Chairman of each of the Committees would be available to answer any questions.

RESOLVED

(1) Navigation Committee – 22 October 2015

RESOLVED

that the minutes of the Navigation Committee meeting held on 22 October 2015 be received.

(2) Planning Committee: 6 November and 4 December 2015

RESOLVED

that the minutes of the Planning Committee meetings held on 6 November and 4 December 2015 be received.

It was noted that following advertising as a departure from policy, the decision notice for application BA/2015/0251/FUL had now been issued.

(3) Broads Local Access Forum: 9 September 2015

RESOLVED:

that the minutes of the Broads Local Access Forum meeting held on 9 September 2015 be received.

4/23 Feedback from Members appointed to represent the Authority on outside bodies

Members of the Authority appointed to outside bodies were invited to provide feedback on those meetings they had attended on behalf of the Authority.

Campaign for National Parks (CNP) - Peter Warner had provided a summary of the most recent meeting he had attended to the November meeting. He together with the Chairman and the Chief Executive would be meeting CNP about the potential of raising the profile of National Parks.

Norfolk Mills and Pumps Trust - the Chairman reported that the Trust would be meeting with the HLF in March 2016 to discuss the possibility of transition funding to help the Trust develop a plan to restructure itself.

National Parks England and National Parks UK – the Chairman reported that she would be attending the meeting of National Parks England and National Parks UK with the Minister for National Parks on 10 and 11 February 2016.

Upper Thurne Working Group Kelvin Allen reported that he had attended a meeting of the group on 13 January 2016 held at Hickling Barn which was attended by 30 people. The main item had been to consider and promote the concept of Ecosystem services.

Whitlingham Charitable Trust – Louis Baugh, Mathew Bradbury, Gail Harris and Vic Thomson. The Trust had held its AGM on 20 January 2016 and this was followed by a regular meeting. Concerns had been expressed about balancing the budget and the need to prioritise projects. The new parking system to deliver the income for the Park was now in place, the ethos of which seemed to be an improvement on the previous system. Vic Thomson commented that the parish councils were far more positive than they had been previously. There was still concern about potential reputational damage in relation to car-parking charges. However, from surveys there appeared to be a high level of satisfaction concerning the operation of the park by staff.

In relation to disabled access it was clarified that disabled access parking bays were available. The Trust had had detailed discussions about potential discounts for blue badge holders. However, in common with practice of other Authorities it was agreed that no specific concessionary charges for these be made. It was noted that all regular users of the Park could benefit by paying an annual fee which attracted a discount for blue badge holders.

4/24 Items of Urgent Business

There were no items of urgent business.

4/25 Formal Questions

There were no formal questions of which due notice had been given.

4/26 Date of Next Meeting

The next meeting of the Authority would be held on Friday 18 March 2016 at 10.00am at Yare House, 62 – 64 Thorpe Road, Norwich.

The meeting concluded at 13.30pm

CHAIRMAN

Code of Conduct for Members

Declaration of Interests

Committee: Broads Authority 22 January 2016

Name	Agenda/ Minute No(s)	Nature of Interest (Please describe the nature of the interest)
Kelvin Allen	-	Member of Broads Angling Strategy Group Member of Waveney River Trust
Michael Whitaker	4/8 – 4/21	Toll payer, Hire Boat Operator and Chair of the BHBF
Paul Rice		Member NSBA Broads Society Trustee
James Knight	4/8- 4/21	Toll Payer Hire Boat Operator, Member of Sailing Clubs
Guy McGregor	-	Member of Suffolk County Council
Gail Harris	4/12	Whitlingham Charitable Trust Trustee Director Cllr Norwich City Council
John Ash		Toll Payer as Chairman/Trustee Wherry Yacht Charter Charitable Trust. No SB Charitable Trust
Jacquie Burgess	-	Toll Payer

APPENDIX 2

Committee Timetable 2016/17

	2016								2017							
	Day	Time	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
Planning	Fri	10.00 am	22	19	16	14	11	9	6	3	3/31	28	26	23	21	18
Planning Cttee Site Visit *	Fri	10.00 am	15	5	2/30	28	25	23	20	17	17	21	12	9	7	4
Broads Forum	Thurs	2.00 pm	28				3			2		27			27	
Local Access Forum	Wed	2.00 pm			7			7			1			7		
Navigation Committee	Thurs	2.00 pm			8	27		15		23		20		15		
Financial Scrutiny and Audit Committee	Tues	2.00 pm	5		27					7					25	
BROADS AUTHORITY	FRI	10.00 am	8		30		18		27		24		19		28	
Member Annual Site Visit	Thurs		21												20	
New Members Induction Day	Wed															

National Parks UK New Members Induction Courses	8-10 March 2016 Dartmoor
National Parks UK Workshop ?	
Bank Holidays	29 August 2016, 1 May and 29 May 2017
Good Friday	14 April 2017
Easter Monday	17 April 2017

* Scheduled dates if required